

**PROCESS SERVERS AGENDA MEETING
PROCESS SERVERS, COURT AND
CLERK'S OFFICE INFORMATION
AND EXCHANGE MEETING**

**PROCESS SERVERS MEETING
July 14, 2009 – 12:00 NOON to 1:00 PM**

1. Welcoming Remarks
 - Michael K. Jeanes, Clerk of the Superior Court
2. E-File and ECR update
 - Michael K. Jeanes, Clerk of the Superior Court
3. Budget Status Update
 - Michael K. Jeanes, Clerk of the Superior Court
4. Process Server Items
 - Michael K. Jeanes, Clerk of the Superior Court
 - a. Service Issues
 - b. Renewal Issues
 - c. Process Server Cards request
5. Introduction of Family Court Administration;
 - Michael K. Jeanes, Clerk of the Superior Court
 - Debra Rubenstein, Family Court Administration, Superior Court
 - Jennifer Murray, Family Court Administration, Superior Court
6. Distribution Center
 - Mark Leong, Distribution Supervisor, Document and Cash Management Services
7. Civil Coversheet – September 1st, 2009 deadline
 - Michael K. Jeanes, Clerk of the Superior Court
8. Supreme Court AO 2009-001 – Requirement for attorneys to provide email address
 - Michael K. Jeanes, Clerk of the Superior Court
9. Justice Courts Information

**NEXT PROCESS SERVERS Meeting; Tuesday, OCTOBER 21st, 2009 12:00-1:00 PM
620 WEST Jackson, Downtown Justice Center
2nd FLOOR- CTS TRAINING ROOM #2083**

FOR ISSUES YOU WOULD LIKE TO SEE ON FUTURE AGENDAS, PLEASE EMAIL:

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